

Out of Boundary Enrollment Requirements

School Year 2021-2022

*For students who are **NOT** from a Broward County school (meaning the student is coming from a charter school, private school, school out of state, or out of the country) the following requirements are necessary for registration. ALL documents listed below must be presented during registration to be accepted.

STEP 1: Forms

Please fill out the following forms:

1. Registration form
2. Records Request form

STEP 2: Student Documents

Please provide the following documents:

1. Birth Certificate OR Passport
2. Physical form (from Florida doctor)
3. Immunization FL 680 form (from Florida doctor)
4. Report Cards or Transcript from previous school(s)
 - a. If your student is entering 6th grade, you will need their final 5th grade report card
 - b. If your student is entering 7th grade, you will need their final 6th grade report card
 - c. If your student is entering 8th grade, you will need BOTH their 6th and 7th grade report cards

STEP 3: Proof of Address

Please provide the following documents:

1. Two proofs of residence
 - a. If you rent: Copy of CURRENT lease AND utility bill
 - b. If you own: Copy of mortgage statement AND utility bill

*If you do not have a mortgage, please provide your property tax bill

STEP 4: Email OR Turn in documents in person

1. If you are emailing for registration BEFORE June 7th, please email ALL completed forms and required documents to samanthalee.edwards@browardschools.com in ONE email. If you are emailing for registration AFTER June 7th, please email required documents to linda.mcdonald@browardschools.com in ONE email.
2. If you are giving registration forms in person, please call us at (754) 322-3700 to schedule an appointment.

STEP 5: Confirmation

1. If you email your registration documents, you will receive a confirmation email within 24-48 hours confirming your registration is complete or which documents are missing. You will also receive a link to fill out the Elective Course Card for your student.
2. If you register in person, confirmation will be given at time of appointment and a link will be sent to fill out the Elective Course Card.